

R10 InfoPage

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Q&D - Regional Administrator Records Disposition Schedules

SERIES DESCRIPTION	DISPOSITION	NARA NUMBER
Link to the common	Link to your full printable	Link to Printable
Housekeeping Schedules that may not be included in this table	Regional Administrator's File Plan Spreadsheet	Intuitive Folders List
<p>ADVISORY GROUPS ESTABLISHED UNDER THE FEDERAL ADVISORY COMMITTEE ACT (FACA): Includes records created by advisory commissions, committees, councils, boards, and other groups established under the Federal Advisory Committee Act (FACA). Also includes any conference, panel, task force, or other similar group, or any subcommittee or other subgroup which is (1) established by statute or reorganization plan or (2) established or utilized by the President, or (3) established or utilized by one or more agencies or officers of the federal government. Note: Prior to the Commission's termination, NARA, in consultation with Commission staff, will review records covered by this item and may identify files that warrant permanent retention. Such records will be transferred to the National Archives on termination of the Commission. Excludes: Other interagency committees scheduled as EPA 186.</p> <p>Item a: Commission's establishment, membership, policy, organization, deliberations, findings, and recommendations</p> <p>Item b: Day-to-day Commission activities, not containing unique information of historical value</p> <p>Item c(1): Web site records - Electronic version of Web site(s)</p> <p>Item c(2): Web site records - Design, management, and technical operation records</p> <p>Item c(3): Web site records - Electronic version of content records duplicated in textual series of commission records</p> <p>Function: 316-259 181</p>	<p>Item a: Permanent Transfer to the National Archives on termination of the Commission. Earlier transfer is authorized for commissions operating for 3 years or longer; and records are transferred to the National Archives 20 years after termination or completion of a significant activity (e.g., production of a final report).</p> <p>Item b: Disposable Destroy when 3 years old. See Note in Guidance.</p> <p>Item c(1): Disposable Destroy on termination of commission or when no longer needed, excluding records covered in the Note in Guidance.</p> <p>Item c(2): Disposable Destroy on termination of commission or when no longer needed.</p> <p>Item c(3): Disposable Destroy on termination of commission or when no longer needed.</p>	<p>GRS 26/2</p> <p>Status: Final, 12/31/2009</p>
<p>BUDGET REPORT FILES: Contains reports generated and received throughout the budget process, including computer printouts, spreadsheets, and copies of the Agency budget submitted to the Administrator, the Office of Management and Budget (OMB), and the President. Also includes periodic reports on the status of appropriation accounts and apportionment and documents authorizing new or revised budget allowances to Agency programs.</p> <p>Item a: Annual report</p> <p>Item b: All other reports</p> <p>Function: 402-125 040</p>	<p>Item a: Disposable Close inactive records at end of fiscal year. Destroy 5 years after file closure.</p> <p>Item b: Disposable Close inactive records at end of fiscal year. Destroy 3 years after file closure.</p>	<p>GRS 5/3</p> <p>Status: Final, 02/01/2007</p>
<p>CALENDARS, SCHEDULES, AND LOGS OF DAILY ACTIVITIES: <u>Schedules of activities</u>. Consists of calendars, appointment books, schedules, logs, diaries</p>	<p>Item a: Permanent</p> <ul style="list-style-type: none"> • Close at end of calendar year. • Transfer to the National Archives 5 years 	<p>N1-412-06-5</p>

<p>official capacity.</p> <p>Item a: Senior officials and assistants to those officials Includes substantive information relating to official activities when not incorporated into memoranda, reports, correspondence or other records included in the official files.</p> <p>Item b: Other federal employees Includes substantive information relating to official activities when not been incorporated into official files.</p> <p>Item c: Routine materials Includes no substantive information regarding the daily activities of any Agency officials; or records of any federal employees containing substantive information, when not incorporated into official files.</p> <p>Function: 401 111</p>	<p>CFR 1235.44-1235.50 or standards applicable at the time.</p> <p>Item b: Disposable</p> <ul style="list-style-type: none"> • Close at end of calendar year. • Destroy 2 years after file closure. <p>Item c: Disposable</p> <ul style="list-style-type: none"> • Close at end of calendar year. • Destroy when no longer needed. 	
<p>CONGRESSIONAL CORRESPONDENCE: Contains copies of congressional correspondence received and referred to the program offices for reply. Includes copies of responses and background materials such as letters and memoranda, notes from meetings or telephone calls, transcripts from congressional inquiries or hearings, testimonies, and public hearing records. Includes correspondence from members of Congress and its committees.</p> <p>Item a: Record copy</p> <p>Function: 303-100 132</p>	<p>Item a: Disposable</p> <p>Close inactive records at end of congressional session.</p> <p>Destroy 5 years after file closure.</p>	<p>N1-412-07-1/3</p> <p>Status: Final, 03/30/2007</p>
<p>CONTINUITY OF OPERATIONS (COOP) EXERCISES: Contains consolidated or comprehensive reports reflecting Agency-wide results of tests conducted under continuity of operations (COOP) plans. Also includes background documents such as instructions to members participating in test, staffing assignments, messages, and tests of communications and facilities.</p> <p>Item a: Consolidated and comprehensive reports</p> <p>Item b: Background documents</p> <p>Function: 302-095 603</p>	<p>Item a: Disposable</p> <p>Close inactive records when report is completed.</p> <p>Destroy 5 years after file closure.</p> <p>Item b: Disposable</p> <p>Close inactive records when report is completed.</p> <p>Destroy 3 years after file closure.</p>	<p>N1-412-07-54/8 (Item a) GRS 18/28 (Item b)</p> <p>Status: Final, 08/31/2008</p>
<p>CONTINUITY OF OPERATIONS (COOP) PLANS: Contains continuity of operations (COOP) plans and directives for the continued operation of EPA in times of an emergency or disaster. Includes related background documents such as correspondence, reports and instructions, charts and plans used in defense mobilization planning, evacuation shelters, emergency relocation and the vital records protection program.</p> <p>Item a: Plan or directive</p> <p>Item b: Background documents</p> <p>Function: 302-095 602</p>	<p>Item a: Disposable</p> <p>Close inactive records when superseded or canceled.</p> <p>Destroy 5 years after file closure.</p> <p>Item b: Disposable</p> <p>Close inactive records when superseded or canceled.</p> <p>Destroy 3 years after file closure.</p>	<p>N1-412-07-54/7 (Item a) GRS 18/27 (Item b)</p> <p>Status: Final, 12/31/2012</p>
<p>CONTRACT MANAGEMENT RECORDS: Contract records include all correspondence and related records pertaining to the award, administration, receipt, inspection and payment of any and all contracts to which EPA is a party and which are maintained and used by the Agency or Contracting Officer for contract documentation and for performance and financial monitoring and oversight activities. Also includes reviews and audits conducted by the Financial Analysis and Rate Negotiation Service Center (FARSC). Excludes: Superfund site-specific contract management records scheduled as EPA 020; final deliverables scheduled as EPA 258; and unsuccessful</p>	<p>Item b: Disposable</p> <p>Close inactive records upon filing of final invoice or completion or termination of the task order or work assignment.</p> <p>Destroy 6 years and 3 months after final payment for the overall contract.</p> <p>Item c: Disposable</p> <p>Close inactive records upon filing of final invoice or completion or termination of the task order or work assignment.</p>	<p>N1-412-06-6/5</p> <p>Status: Final, 10/31/2007</p>

<p>Representative (COR) Formerly called Project Officer (PO) Item c: Other Contracting Officer's Representative (COR) Includes Delivery Order CORs, Simplified Acquisition CORs, Task Order CORs, and Work Assignment CORs. Formerly called Delivery Order Project Officer (DOPO) or Work Assignment Manager (WAM)</p>		
<p>Function: 405 202</p>		
<p>CONTROLLED & MAJOR CORRESPONDENCE: Includes signed controlled and major correspondence. The correspondence significantly documents the program activities and was processed under special handling control procedures because of the importance of the letters or time requirements of replies. Records consist of copies of incoming letters, copies of the responses, and enclosures. Also includes indexes to the correspondence. Item a(1): Senior officials and assistants to those officials - Nonelectronic Includes the EPA Administrator, Deputy Administrators, Assistant and Associate Administrators, General Counsel, Inspector General, Chief Financial Officer, Headquarters Office Directors, and Regional Administrators. Item a(2): Senior officials and assistants to those officials - Electronic Includes the EPA Administrator, Deputy Administrators, Assistant and Associate Administrators, General Counsel, Inspector General, Chief Financial Officer, Headquarters Office Directors, and Regional Administrators. Item a(3): Senior officials and assistants to those officials - Electronic copy of records transferred to the National Archives Includes the EPA Administrator, Deputy Administrators, Assistant and Associate Administrators, General Counsel, Inspector General, Chief Financial Officer, Headquarters Office Directors, and Regional Administrators Item b: Other federal employees</p>	<p>Item a(1): Permanent Close inactive records at end of year. Transfer to the National Archives in 5 year blocks, 20 years after file closure. Item a(2): Permanent Close inactive records at end of year. Transfer to the National Archives 5 years after file closure, with any related documentation and external finding aids, as specified in 36 CFR 1235.44-1235.50 or standards applicable at the time. Item a(3): Disposable Close file upon transfer to the National Archives. Delete after electronic record copy is successfully transferred to the National Archives. Item b: Disposable Close inactive records at end of year. Destroy 10 years after file closure.</p>	<p>N1-412-06-10 Status: Final, 2/28/2011</p>
<p>Function: 404-141-02-01141</p>		
<p>COST RECOVERY RECORDS: Site-specific records relating to activities undertaken to secure response costs from responsible parties at Superfund remedial and removal sites and oil spills. Records used for cost recovery actions include compilations of documentation that describe technical aspects of the response action and cost accounting information necessary to document the costs incurred to implement the response action. Specific types of records include the cost recovery documentation checklist, Software Package for Unique Reports (SPUR), computation schedules supporting Agency indirect costs, categorical cost summaries, contractor cost information, cost reports and invoices, treasury schedules, field expenses, letter reports/Pre-FY86 cost vouchers, payment records, payroll summaries, Federal employee timesheets, travel authorizations and vouchers, work assignments, cost summary package, cost recovery deliverables, closeout memorandum, and the 10 point document. Also includes work performance documents such as work assignments, statements of work, interagency and cooperative agreements, field notes, technical direction documents (TDDs), lab reports, monthly</p>	<p>Item a: Disposable Close inactive records when cost recovery action is completed. Destroy 30 years after file closure.</p>	<p>N1-412-06-18 Status: Final, 10/31/2007</p>

Function: 108-025-08 024	<p>DIRECTIVES AND POLICY GUIDANCE DOCUMENTS ISSUED BY SPECIFIC PROGRAMS AND REGIONS: Includes all records that document EPA's major policy decisions and program operational procedures originated within each program and regional office providing the mandates for overall and specific program direction and action. Records consist of official policy decisions, delegations of authority, memos that set policy or issue guidance, operating guidance, procedures manuals, other procedural materials, technical resource documents, regulatory interpretation and implementation documents, and mandates for action. These collections of materials may be in the form of a program directives system or a program compendium with finding aids and indexes.</p> <p>Item a(1): Published or released to the public and related background materials - Nonelectronic Item a(2): Published or released to the public and related background materials - Electronic Item a(3): Published or released to the public and related background materials - Electronic copy of records transferred to the National Archives Item b: Unpublished or not released to the public and related background materials</p>	<p>Item a(1): Permanent Close inactive records upon issuance or publication or when superseded.</p> <p>Transfer to the National Archives in 5 year blocks, 20 years after file closure.</p> <p>Item a(2): Permanent Close inactive records upon issuance or publication or when superseded.</p> <p>Transfer to the National Archives 5 years after file closure, with any related documentation and external finding aids, as specified in 36 CFR 1235.44-1235.50 or standards applicable at the time.</p> <p>Item a(3): Disposable Close file upon transfer to the National Archives.</p> <p>Delete after electronic record copy is successfully transferred to the National Archives.</p> <p>Item b: Disposable Close inactive records upon decision to not publish or issue.</p> <p>Destroy 10 years after file closure.</p>	<p>N1-412-06-7</p> <p>Status: Final, 12/31/2010</p>
Function: 306-112 007	<p>DISASTER RESPONSE: Includes records that document EPA's response to disasters or emergencies. Records include, but are not limited to, damage surveys, damage assessments, environmental samplings, GIS data, inspection reports, correspondence, interagency documentation, and administrative support documents.</p> <p>Excludes: Records related to the logistical or administrative aspects of a response (e.g., staffing, travel, timekeeping, etc.) that are covered by their specific administrative schedules.</p> <p>Item a: Presidential declared major disasters Includes records documenting disasters of an extraordinary nature, i.e., major natural disasters such as floods, earthquakes, and hurricanes (e.g., Hurricane Katrina), as well as man-made disasters such as space accidents and terrorism (e.g., World Trade Center). The Agency Records Officer will notify offices when records are to be maintained under this item.</p> <p>Item a(1): Presidential declared major disasters - Nonelectronic Includes records documenting disasters of an extraordinary nature, i.e., major natural disasters such as floods, earthquakes, and hurricanes (e.g., Hurricane Katrina), as well as man-made disasters such as space accidents and terrorism (e.g., World Trade Center). The Agency Records Officer will notify offices when records are to be maintained under this item.</p> <p>Item a(2): Presidential declared major disasters - Electronic Includes records documenting disasters of an extraordinary nature, i.e., major natural disasters such as floods, earthquakes, and hurricanes (e.g., Hurricane Katrina), as well as man-made disasters such as space accidents and terrorism</p>	<p>Item a(1):Permanent Close inactive records upon completion of each major benchmark.</p> <p>Transfer to the National Archives 20 years after file closure.</p> <p>Item a(2):Permanent Close inactive records upon completion of each major benchmark.</p> <p>Transfer to the National Archives 5 years after file closure, with any related documentation and external finding aids, as specified in 36 CFR 1235.44-1235.50 or standards applicable at the time.</p> <p>Item a(3):Disposable Close file upon transfer to the National Archives.</p> <p>Delete after electronic record copy is successfully transferred to the National Archives.</p> <p>Item b:Disposable Close inactive records upon completion of final inspection.</p> <p>Destroy 10 years after file closure.</p> <p>Item c:Disposable Close upon completion of all clean up and restoration activities.</p> <p>Destroy 10 years after file closure.</p>	<p>N1-412-07-61</p> <p>Status: Final, 2/28/2011</p>

<p>Item a(3): Electronic copy of records transferred to the National Archives Includes records documenting disasters of an extraordinary nature, i.e., major natural disasters such as floods, earthquakes, and hurricanes (e.g., Hurricane Katrina), as well as man-made disasters such as space accidents and terrorism (e.g., World Trade Center). The Agency Records Officer will notify offices when records are to be maintained under this item.</p> <p>Item b: Other Presidential declared emergencies Includes records documenting short-term federal emergencies requiring federal assistance to supplement state and local efforts to save lives, protect property, or to lessen or avert the threat of a catastrophe.</p> <p>Item c: Local EPA emergencies Includes local emergencies occurring in or near EPA facilities (e.g., flooding due to a broken pipe) affecting the ability to conduct EPA business.</p>		
<p>Function: 104-010-01 233</p>		
<p>ENFORCEMENT ACTION FILES: Includes all cases referred to Office of Regional Counsel or other offices with enforcement authority, for action against a pollution source or discharger. Includes correspondence, meeting documentation, inspections, field notebooks, evaluations, documentation of administrative actions including notices of violation, notices of deficiency, information requests, warning letters, administrative compliance orders, documentation of civil and criminal actions, corrective action orders, attorney work products, case summaries, pleadings, state and local enforcement records, settlement documents including consent decrees, discovery requests, and notices of intent to sue.</p> <p>Excludes: Superfund site-specific and oil spill site-specific enforcement actions scheduled as EPA 025 and EPA 480, respectively.</p> <p>Item a: Administrative case files, whether a formal enforcement action is initiated or not</p> <p>Item b: Judicial case files where routine legal actions are required</p> <p>Item c(1): Landmark or precedent cases - Nonelectronic Includes cases as designated by the Regional Administrator's designee.</p> <p>Item c(2): Landmark or precedent cases - Electronic Includes cases as designated by the Regional Administrator's designee.</p> <p>Item c(3): Landmark or precedent cases - Electronic copy of records transferred to the National Archives Includes cases as designated by the Regional Administrator's designee.</p> <p>Function: 108-025-08 207</p>	<p>Item a:Disposable</p> <ul style="list-style-type: none"> • Close inactive records upon settlement or closing of case. • Destroy 10 years after file closure. <p>Item b:Disposable</p> <ul style="list-style-type: none"> • Close inactive records upon settlement or closing of case. • Destroy 20 years after file closure. <p>Item c(1): Permanent</p> <ul style="list-style-type: none"> • Close inactive records upon settlement or closing of case. • Transfer to the National Archives in 5 year blocks 20 years after file closure. If record is microform, destroy paper after quality assurance is completed. <p>Item c(2): Permanent</p> <ul style="list-style-type: none"> • Close inactive records upon settlement or closing of case. • Transfer to the National Archives 5 years after file closure, with any related documentation and external finding aids, as specified in 36 CFR 1235.44-1235.50 or standards applicable at the time. <p>Item c(3): Disposable</p> <ul style="list-style-type: none"> • Close file upon transfer to the National Archives. • Delete after electronic record copy is successfully transferred to the National Archives. 	<p>N1-412-07-2/9</p> <p>Status: Final, 12/31/2012</p>
<p>ENFORCEMENT ACTIONS - OIL SITE-SPECIFIC: Includes all cases referred to Office of Regional Counsel or other offices with enforcement authority for actions taken to assess penalties against facilities for failure to maintain proper spill prevention and response plans or for actual oil spills. Includes such</p>	<p>Item a:Disposable</p> <p>Close inactive records upon settlement or closing of case.</p> <p>Destroy 30 years after file closure.</p> <p>Item b(1):Permanent</p> <p>Close inactive records upon settlement or closing of case.</p>	<p>N1-412-07-7</p> <p>Status: Final, 1/31/2011</p>

<p>include inspection reports, case summaries, compliance status documents, referral packages, attorney work products, state and local enforcement records, facility business and financial records and notices.</p> <p>Item a: No legal action required or routine legal action cases</p> <p>Item b(1): Landmark cases - Nonelectronic</p> <p>Item b(2): Landmark cases - Electronic</p> <p>Item b(3): Landmark cases - Electronic copy of records transferred to the National Archives.</p> <p>Function: 108-025-08 480</p>	<p>Close inactive records upon settlement or closing of case.</p> <p>Transfer to the National Archives 5 years after file closure with any related documentation and external finding aids, as specified in 36 CFR 1235.44-1235.50 or standards applicable at the time.</p> <p>Item b(3):Disposable</p> <p>Close file upon transfer to the National Archives.</p> <p>Delete after electronic record copy is successfully transferred to the National Archives.</p>	
<p>Enforcement Actions - Superfund Site-Specific: Includes all cases referred to Office of Regional Counsel or other offices with enforcement authority, for action in accordance with the Comprehensive Environmental Response, Compensation, and Liability Act of 1980, as amended (CERCLA). Includes such actions as injunctive relief, natural resource damage actions, remedial investigation/feasibility study (RI/FS) special notices, administrative and judicial cost recovery settlements; administrative orders issued under CERCLA Sections 104, 106, and 122; judicial settlements and orders under CERCLA Sections 106, 107, and 122; and federal facility agreements under CERCLA Section 120. Specific types of records found in this series include the Department of Justice (DOJ) referral package, attorney work products, case summaries, compliance status documents, discovery, litigation support documents, consent decrees, notices, pleadings, state and local enforcement records, subpoenas, witness lists, and 10-point settlement memos.</p> <p>Item a: No legal action required and routine legal action cases</p> <p>Item b(1): Landmark cases - Nonelectronic</p> <p>Item b(2): Landmark cases - Electronic</p> <p>Item b(3): Landmark cases - Electronic copy of records transferred to the National Archives</p> <p>FUNCTION: 108-025-08 025</p>	<p>Item a: Disposable</p> <p>Close inactive records upon settlement or closing of case.</p> <p>Destroy 30 years after file closure.</p> <p>Item b(1): Permanent</p> <p>Close inactive records upon settlement or closing of case.</p> <p>Transfer to the National Archives 30 years after file closure.</p> <p>Item b(2): Permanent</p> <p>Close inactive records upon settlement or closing of case.</p> <p>Transfer to the National Archives 5 years after file closure, with any related documentation and external finding aids, as specified in 36 CFR 1235.44-1235.50 or standards applicable at the time.</p> <p>Item b(3): Disposable</p> <p>Close file upon transfer to the National Archives.</p> <p>Delete after electronic record copy is successfully transferred to the National Archives.</p>	<p>N1-412-06-19</p> <p>Status: Final, 12/31/2010</p>
<p>FOIA CONTROL FILES: Files maintained for control purposes in responding to requests, including registers and similar records listing date, nature, and purpose of request and name and address of requester.</p> <p>Item a: Registers or listings</p> <p>Item b: Other files</p> <p>Function: 305-109-02-01 033</p>	<p>Item a:Disposable</p> <p>Destroy 6 years after date of last entry.</p> <p>Item b:Disposable</p> <p>Destroy 6 years after final action or after final adjudication by courts, whichever is later.</p>	<p>GRS 14/13</p> <p>Status: Final, 02/12/2007</p>
<p>FOIA REQUEST FILES: Files created in response to requests for information under the Freedom of Information Act (FOIA), consisting of the original request, a copy of the reply thereto, and all related supporting files which may include the original file copy of requested record or copy thereof.</p> <p>Item a(1): Granting access to all the requested records</p> <p>Includes correspondence and supporting documents, excluding the official file copy of the records requested if filed herein.</p> <p>Item a(2)(a): Non-existent records,</p>	<p>Item a(1):Disposable</p> <p>Destroy 2 years after date of reply.</p> <p>Item a(2)(a):Disposable</p> <p>Destroy 2 years after date of reply.</p> <p>Item a(3)(a):Disposable</p> <p>Destroy 6 years after date of reply.</p> <p>Item a(3)(b):Disposable</p>	<p>GRS 14/11</p> <p>Status: Final, 02/01/2007</p>

documents, excluding the official file copy of the records requested if filed herein. Item a(3)(a): Denials, full or partial, and request not appealed Includes correspondence and supporting documents, excluding the official file copy of the records requested if filed herein. Item a(3)(b): Denials, full or partial, and request appealed Includes correspondence and supporting documents, excluding the official file copy of the records requested if filed herein. Item b: Official file copy of requested records Function: 305-109-02-01 030	Files. Item b: Disposable Dispose of in accordance with the approved Agency disposition instructions for the related records, or with the related FOIA request, whichever is later.	
GENERAL CORRESPONDENCE: Contains copies of all non-controlled correspondence and memoranda relating to work accomplishments, personnel needs, and other routine activities of the office. Includes incoming letters and enclosures. Item a: Record copy Function: 401 127; (CORR 127)	Item a: Disposable Close inactive records at end of calendar year. Destroy 5 years after file closure.	N1-412-06-6/4 Status: Final, 02/01/2007
COMMITTEE RECORDS NOT MAINTAINED BY THE SPONSOR OR SECRETARIAT: Includes copies of committee records, such as agendas, meeting minutes, final reports and related records created by or documenting the accomplishments of official boards and commissions maintained by parties other than the sponsor or secretariat. Excludes: Records maintained by the sponsor or secretariat of advisory commissions, committees, councils, boards and other groups established under the Federal Advisory Committee Act (FACA) scheduled as EPA 181. Item a: Record copy Function: 401 186	Item a: Disposable Destroy when 3 years old.	GRS 26/3 Status: Final, 12/31/2009
INTRA-AGENCY AND INTERNAL COMMITTEES: Includes records of meetings of committees and non-rulemaking work groups and task forces held within EPA related to EPA's mission. Consists of meeting agendas, official copies of minutes or transcripts of meetings, copies of official committee reports, and background papers. Also includes committees established for facilitative or operational purposes unrelated to EPA's mission, composed wholly of full-time officers or employees of the federal government, and not subject to the Federal Advisory Committee Act (FACA), e.g., committees tasked with organizing events, selecting of interior furnishings, overseeing volunteer activities or employee recreational activities. Item a: Committees related to EPA's environmental missions Item b: Committees unrelated to EPA's environmental missions Function: 401 187	Item a: Disposable Close inactive records when committee superseded or canceled, at the completion of a significant activity (e.g., completion of a research report), or at the change of committee chair. Destroy 5 years after file closure. Item b: Disposable Destroy when no longer needed for administrative purposes.	N1-412-07-1/8 (Item a) GRS 26/1a (Item b) Status: Final, 12/31/2009
LEAVE RECORDS: Consists of leave and leave application files.	Item a(1): Disposable	GRS 2/6a (Item a (1))

<p>leave, such as SF-71 or equivalent, plus any supporting documentation. Also includes requests and approvals if the time card is submitted electronically by the employee and there are no discrepancies.</p> <p>Item a(2): Leave application files - If employee has not initialed time card or equivalent.</p> <p>Includes requests for and approvals of leave, such as SF-71 or equivalent, plus any supporting documentation. Also includes requests and approvals if the time card is submitted electronically by the employee and there are discrepancies.</p> <p>Item b(2): Leave record - Maintained by creating office</p> <p>Includes record of employee leave such as SF-1150 or equivalent statement of leave balances.</p> <p>Function: 403-254 279</p>	<p>Destroy after GAO audit or when 3 years old, whichever is sooner.</p> <p>Item b(2): Disposable</p> <p>Close inactive records when signed by supervisor.</p> <p>Destroy 3 years after closure.</p>	<p>(2))</p> <p>Status: Final, 6/30/2012</p>
<p>MANAGEMENT STUDIES: Consists of staff studies; analyses of administrative policies and procedures; manpower surveys; organization and methods surveys and studies; activity, progress, management improvement, and other reports; and other related records.</p> <p>Item a(1): Record copy - Nonelectronic</p> <p>Item a(2): Record copy - Electronic</p> <p>Item a(3): Electronic copy of records transferred to the National Archives</p> <p>Function: 304-107 105</p>	<p>Item a(1): Permanent</p> <p>Close file after completion of the study or report or when canceled.</p> <p>Transfer to the National Archives in 5 year blocks 20 years after file closure.</p> <p>Item a(2): Permanent</p> <p>Close file after completion of the study or report or when canceled.</p> <p>Transfer to the National Archives 5 years after file closure, with any related documentation and external finding aids, as specified in 36 CFR 1235.44-1235.50 or standards applicable at the time.</p> <p>Item a(3): Disposable</p> <p>Close file upon transfer to the National Archives.</p> <p>Delete after electronic record copy is successfully transferred to the National Archives.</p>	<p>N1-412-07-2/2</p> <p>Status: Final, 1/31/2011</p>
<p>OFFICE ADMINISTRATIVE FILES:</p> <p>Records accumulated by individual offices that relate to the internal administration or housekeeping activities of the office rather than the functions for which the office exists. In general, these records relate to the office organization, staffing, procedures and communications, including facsimile machine and facility logs; the expenditure of funds, including budget papers; day-to-day administration of office personnel, including training and travel; supplies, equipment, services; routine, administrative meeting arrangements; and the use of office space and utilities. They may include copies of internal activity and workload reports (including work progress, statistical and narrative reports which are prepared in the office and forwarded to higher levels), contact lists, and other materials that do not serve as unique documentation of the programs of the office.</p>	<p>Item a: Disposable</p> <p>Destroy when 2 years old.</p>	<p>GRS 23/1</p> <p>Status: Final, 1/31/2009</p>

organization, staffing and procedures of EPA that are scheduled separately. (ADMI 110) (Formerly BUDG 596) Item a: Record copy Function: 401 110		
PILOT PROJECTS: Contains supporting documentation relating to pilot projects which explore new technologies, cleanup methods, etc., to improve the environment in a variety of ways. Frequently a pilot is conducted on a small scale to determine the feasibility of full-scale implementation. Examples include the Medical Waste Tracking demonstration program, Environmental Leadership Pilot Project which encourages facilities to develop innovative auditing and compliance programs and to reduce the risk of non-compliance through pollution prevention practices, and the Delaware Estuary project designed to facilitate access to environmental data in the Delaware Estuary Region. Records consist of proposals, monitoring and measurement plans, correspondence, progress reports, and related documentation. Excludes: Final reports scheduled as EPA 258 and unsuccessful bids and proposals scheduled as EPA 275. Item a: Record copy Function: 108 099	Item a: Disposable Close inactive records at the completion of the project. Destroy 10 years after file closure.	N1-412-06-6/3 Status: Final, 02/13/2007
PROGRAM DEVELOPMENT FILES: Consists of records related to the development of environmental and administrative policies and programs. Records consist of correspondence, briefing books and papers, issue papers and reports relative to policy, strategy, program control, research priorities, legislative priorities, published and unpublished directives and policy guidance documents, and related records that document the development of environmental programs, program priorities and objectives, program evaluation and planning, and similar topics. Item a(1): Record copy - Nonelectronic Item a(2): Record copy - Electronic Item a(3): Electronic copy of records transferred to the National Archives Function: 304-104-02 145	Item a(1): Permanent Close inactive records at the end of the activity, project, or topic. Transfer to the National Archives 20 years after file closure. Item a(2): Permanent Close inactive records at the end of the activity, project, or topic. Transfer to the National Archives 5 years after file closure, with any related documentation and external finding aids, as specified in 36 CFR 1235.44-1235.50 or standards applicable at the time. Item a(3): Disposable Close file upon transfer to the National Archives. Delete after electronic record copy is successfully transferred to the National Archives.	N1-412-06-29 Status: Final, 1/31/2011
PROGRAM MANAGEMENT FILES: Includes records which relate to the on-going management of programs and routine projects within programs. Types of files include both mission and operational programs and may be maintained by one or more organizational units. Specific types of records include correspondence;	Item a: Disposable Close inactive records at end of calendar year. Destroy 10 years after file closure. Item b: Disposable Close inactive records at end of calendar year.	N1-412-06-6/2 Status: Final, 12/31/2009

<p>summaries; routine office procedures; and reports relating to general policy and program matters, oversight reviews, interagency activity, research and other similar materials. Also includes project control files showing assignments, progress, and completion of projects. Excludes: General administrative and routine housekeeping records (EPA 110) and organization and program development records (EPA 145).</p> <p>Item a: Senior officials Item b: Other than senior officials</p>		
<p>Function: 301-093 006</p>		
<p>ROUTINE PROCUREMENT FILES: Contains Agency procurement and supply records documenting the acquisition of goods and non-personal services. Documents include copies of purchase documents (e.g., purchase requisitions, travel authorizations, training authorizations, contracts, credit card and bank card slips), direct deposit forms for vendors, specifications, bids, schedules of delivery, initiating requisitions, receipt, inspection, and payment. Related background material, such as computer printouts, funding obligations reports, etc., are also covered by this series. Excludes: Copies of purchase requisitions maintained in originating program offices covered by EPA 110.</p> <p>Item a(1)(a): Procurement organization copy of transactions that exceed the thresholds, dated on or after July 3, 1995 Includes transactions and related papers that exceed the simplified acquisition threshold of \$100,000 and all construction contracts exceeding \$2,000.</p> <p>Item a(1)(b): Procurement organization copy of transactions below the thresholds, dated on or after July 3, 1995 Includes transactions and related papers at or below the simplified acquisition threshold of \$100,000 and all construction contracts at or below \$2,000.</p> <p>Item a(2)(a): Procurement organization copy of other transactions, dated earlier than July 3, 1995 Includes transactions and related papers that utilize other than small purchase procedures and all construction contracts exceeding \$2,000.</p> <p>Item a(2)(b): Procurement organization copy of other transactions, dated earlier than July 3, 1995 Includes transactions and related papers that utilize small purchase procedures and all construction contracts under \$2,000</p> <p>Item c: Other copies of records described above used by component elements of a procurement office for administrative purposes</p> <p>Item d: Data submitted to the Federal</p>	<p>Item a(1)(a): Disposable Close inactive records upon completion. Destroy 6 years, 3 months after file closure.</p> <p>Item a(1)(b): Disposable Close inactive records upon completion. Destroy 3 years after file closure.</p> <p>Item a(2)(a): Disposable Close inactive records upon completion. Destroy 6 years, 3 months after file closure.</p> <p>Item a(2)(b): Disposable Close inactive records upon completion. Destroy 3 years after file closure.</p> <p>Item b: Disposable Destroy when funds are obligated.</p> <p>Item c: Disposable Destroy upon termination or completion.</p> <p>Item d: Disposable Close inactive records upon transfer. Destroy 5 years after file closure.</p>	<p>GRS 3/3</p> <p>Status: Final, 11/30/2009</p>

records of all procurements, other than small purchases, and consisting of information required under 48 CFR 4.601 for transfer to the FPDS.		
Function: 405 036		
SPECIAL STUDIES: Contains supporting files relating to the development of special studies and surveys produced in house by individuals, committees or task forces. Examples of such studies include topics such as environmental levels of toxic substances, coastal zone management, or economic benefits and impacts of pesticides. Excludes: Final studies and surveys scheduled as EPA 258 and management studies scheduled as EPA 105. Item a: Record copy	Item a: Disposable Close upon completion of study. Destroy 7 years after file closure.	N1-412-07-1/1 Status: Final, 7/31/2010
Function: 108 005		
SPEECHES AND TESTIMONY: Contains speeches and presentations prepared for delivery while representing the Agency at EPA-sponsored meetings, and government, civic and professional conferences and meetings. Also contains copies of congressional testimony and expert testimony related to non-EPA cases. Item a(1): Senior officials - Nonelectronic Item a(2): Senior officials - Electronic Item a(3): Senior officials - Electronic copy of records transferred to the National Archives Item b: Other federal employees when the speeches are not necessary to document the Agency or its programs Function: 305-109-02-04 140	Item a(1): Permanent Close inactive records at end of calendar year. Transfer to the National Archives 10 years after file closure. Item a(2): Permanent Close inactive records at end of calendar year. Transfer to the National Archives 5 years after file closure, with any related documentation and external finding aids, as specified in 36 CFR 1235.44-1235.50 or standards applicable at the time. Item a(3): Disposable Close file upon transfer to the National Archives. Delete after electronic record copy is successfully transferred to the National Archives. Item b: Disposable Close inactive records at end of calendar year. Destroy 5 years after file closure.	N1-412-06-8 Status: Final, 1/31/2011
SUPERVISOR'S PERSONNEL FILES AND DUPLICATE OPF DOCUMENTATION: Records consist of correspondence, forms, and other records relating to positions, authorizations, pending actions, position descriptions, requests for personnel action, training, and records on individual employees duplicated in or not appropriate for the OPF. Item a: Supervisors' personnel files Item b: Duplicate documentation Includes other copies of documents duplicated in OPFs, not provided for elsewhere.	Item a: Disposable Close inactive records when employee separates or transfers. Destroy 1 year after file closure. Item b: Disposable Close inactive records at the end of the month. Destroy 6 months after file closure.	GRS 1/18 Status: Final, 02/01/2007

<p>RECORDS: Contains forms for payroll processing and preparation, including time and attendance records upon which leave input data is based, such as time or sign-in sheets; timekeeper signature cards (EPA 2560-1), time cards (EPA 2565-1); leave and earnings statements (EPA 2560-25); payroll error notice (EPA 2560-2); flexitime records; leave applications for jury and military duty; authorized premium pay or overtime, maintained at duty post, and related documents upon which leave input data is based.</p> <p>Excludes: Leave records scheduled as EPA 279.</p> <p>Item a(2): Source records - Copies maintained by other offices</p> <p>Function: 402-126 276</p>	<p>Close inactive records at end of pay period.</p> <p>Destroy 1 year after file closure.</p>	<p>(Item a(2))</p> <p>Status: Final, 6/30/2012</p>
<p>TRAVEL: Includes travel records used to account for employees' time and expense while on travel status, and to request reimbursement or balance due on travel funds authorized. Records consist of travel authorizations, travel advance applications, transportation requests, travel vouchers, reimbursement claims, and other expense receipts and related documents.</p> <p>Item e: Original receipts</p> <p>Item f: Documentation not processed electronically</p> <p>Function: 401-122 028</p>	<p>Item e: Disposable Destroy when 6 years and 3 months old.</p> <p>Item f: Disposable Destroy when 10 years old.</p>	<p>N1-412-06-22</p> <p>Status: Final, 10/31/2007</p>

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